



SUSTAINABILITY COMMISSION AGENDA

Thursday, December 19, 2013

6:30 p.m.

Coon Rapids City Center

Conference Room 3

Call to Order

Roll Call

Adopt Agenda

AI-1642 Minutes

Old Business

- 0. AI-1644 2014 Schedule
- 1. AI-1647 Commission Checklist

New Business

- 0. AI-1643 Commission Interview

Other Business

Adjourn



Sustainability Commission - Regular

Meeting Date: 12/19/2013

SUBJECT: Minutes

Attachments

11/21/2013

COON RAPIDS SUSTAINABILITY/PARK COMMISSION MEETING MINUTES FOR NOVEMBER 21, 2013

The November 21, 2013 meeting of the Sustainability Commission was called to order at 6:30 p.m. by Bob Krahm at the Coon Rapids City Hall.

Sustainability Members Present: Don Stauffer, Bob Krahm, Chris Backes, Marcia Baudino, Ed Dedman, Joeleen Famoso

Members Absent: Dave King, Stacey Demmer, Pam Foster

Staff Present: Colleen Sinclair

1. ACCEPT AGENDA

MOTION BY DON STAFFER, SECONDED BY MARCIA BAUDINO, TO ACCEPT THE AGENDA. MOTION PASSED UNANIMOUSLY.

2. APPROVAL OF MINUTES

MOTION BY ED DEDMAN, SECONDED BY MARCIA BAUDINO, TO APPROVE THE MINUTES OF THE OCTOBER 17th SUSTAINABILITY COMMISSION MEETING AS PRESENTED. MOTION PASSES UNANIMOUSLY.

3. COMMUNITY WORKSHOP REVIEW

The Commission discussed the outcome of both community events held in November. All were please with the outcome of each event. It was noted that it was a valuable resource to hear the voice of the community. Moving forward more focus will be put into marketing the event to achieve a higher audience. Suggestions were hand-outs at the recycling Center; explore the option of Community Ed, local high schools and colleges. They will select the next year's worth of workshops and they will be pre-planned and marketed at the annual Green Expo in April along with the City newsletter.

4. COMMISSION CHECK LIST

Members created a checklist to be included to the Sustainability report. The checklist gives tips and ideas for sustainable practices in the home, workplace or Team. Items on the list will lead to water, energy and cost savings along with waste reduction and recycling tips and addresses transportation options. Another list will be created for use within other City Commissions. The lists will be appropriate to each commission's mission within the City and provide them some common practice guidelines as they work through projects and will bring sustainability as a part of their work. Once the lists are created they will be presented to staff.

5. SUSTAINABILITY REPORT PHASE 2

A motion was made by Don Stauffer and seconded by Ed Dedman to table the current planning of phase 2 of the Sustainability report until the City completes research on becoming a MN GreenStep City. Becoming a member will allow us to easily document and measure progress within our City buildings for showing growth, energy and cost savings and many other topics that fit with the Sustainability report and compliments the other recent programs the City has been working with. Currently the information available to the Commission does not fulfill the goal of the report. The only upcoming change will be some reorganization to the links that support the information inside the report as well as the added tips section.

6. MN GreenSteps City

City staff presented the MN GreenSteps City program as well as the B3 reporting from our utilities to the Commission. A motion was made by Ed Dedman and seconded by Don Stauffer giving staff the approval to move forward to the next phase of gathering information. The Commission feels this is a natural next step for the City and would like staff to gather information such as what current level we currently qualify as and what it takes to continue to achieve a higher ranking. Staff will report findings and also hear a presentation from Diana McKeown on MN GreenSteps at a future meeting in January 2014.

5. OTHER BUSINESS

Member Marcia Baudino shared a recent event she attended, University of Minnesota Poster contest with sustainability focus. Would like to inquire about having the event on display at Coon Rapids.

6. ADJOURN

MOTION BY DON STAUFFER, SECONDED BY ED DEDMAN, TO ADJOURN THE MEETING AT 8:30 P.M.
THE MOTION PASSED UNANIMOUSLY.

Respectfully submitted
Colleen Sinclair, Staff Liaison



Sustainability Commission - Regular

0.

Meeting Date: 12/19/2013

Subject: 2014 Schedule

From: Colleen Sinclair, Recycling Coordinator

INFORMATION:

The Commission will create a timeline of events, workshops, and plan the 2014 year.



Sustainability Commission - Regular

1.

Meeting Date: 12/19/2013

Subject: Commission Checklist

From: Colleen Sinclair, Recycling Coordinator

INFORMATION:

The Commission will view edits on the list submitted to the group at the last meeting.

Attachments

Sustainable checklist



Sustainable Practices Checklist

*A Basic List of Easily-Implemented Ways for Your Home,
Office or Team to Work More Sustainably*

Trash & Recycling

- ☐ Reduce copying and printing of hard copies; use electronic editing and distribution
- ☐ Reuse one-side printed paper to print or copy the other side, set printer default to 2-sided print
- ☐ Use document formats which minimize paper use – smaller fonts and narrow margins
- ☐ Contact catalog and brochure senders to reduce the amount of bulk mail you receive
- ☐ Reuse packaging and shipping materials
- ☐ Use personal mugs and bottles instead of disposable containers for beverages
- ☐ Avoid use of difficult to recycle materials like Styrofoam and plastic-coated papers
- ☐ Purchase products with the maximum post consumer waste content available
- ☐ **RECYCLE!** Use the Coon Rapids Recycling Center for all personal recycling

Energy & Water

- ☐ Turn off lights when the area is not in use – don't wait for someone else to do it
- ☐ Turn off computers, printers, radios, speakers, calculators, heaters and fans at the end of each day
- ☐ Set hot water temperature not to exceed 110-120° F
- ☐ Wash clothes in cold or lukewarm water
- ☐ Unplug chargers and power supplies when not in use
- ☐ Use programmable thermostats to minimize energy use during downtimes
- ☐ Adjust heat down or cooling up by 2 degrees and wear warmer or cooler clothing
- ☐ Replace incandescent bulbs with energy-saving CFL or LED alternatives
- ☐ Regularly check for and repair leaks or continued water running in restrooms and kitchen areas
- ☐ Replace furnace filter regularly, install low flow water faucets and bath/shower fixtures
- ☐ Work with your energy provider to conduct a low-cost energy audit of your home

Transportation

- ☐ Implement policies/practices to encourage employees/team members to walk, bike, carpool, or take mass transit
- ☐ Use teleconferences and webinars when possible to avoid in-person meetings
- ☐ Keep your vehicle tuned up and the oil changed to maximize gas efficiency
- ☐ Consider a fuel efficient vehicle for your next purchase
- ☐ Recycle all vehicle fluids, or use a service provider who does

This checklist is provided by the Coon Rapids Sustainability Commission – learn more at www.coonrapidsmn.gov/recycling .



Sustainability Commission - Regular

0.

Meeting Date: 12/19/2013

Subject: Commission Interview

From: Colleen Sinclair, Recycling Coordinator

INFORMATION:

The Commission will conduct an interview for one of the open seats.
